

Application for the Issuance of EIDI-V and/or GeBüV Certificates

(Guidelines and general conditions are attached on the following pages)

Applicant/Certificate Holder Details

Company/Organization					
Organizational Unit					
Company Address (Street, Zip Code, City)					
Country					
Company No. (Corporate Declaration)					
General e-Mail Address					
Desired Service	E-Invoicing and Archiving Services (EIDI-V)		Archiving Services and Data integrity (GeBüV)		
	Third Party Services (Art. 9 EIDI-V) (only for 3dr party, EIDI-V)				
Desired Validity	3 years (standard)	2 years	1 year		
Desired Device	USB Token	HSM	Smart-card	P12 file (GeBüV only)	

Additional Details

Applicant (Authorized Signatory)	
- Phone (Business)	
- e-Mail Address	
- Position, Department	
Technical Contact	
- Phone (Business)	
- Cell Phone (Business)	
- e-Mail Address	

Verified Identification Documents

Passport/ID No. (Authorized Signatory)	
Date of Corporate Declaration	

All data will be handled and stored as highly confidential according to the requirements of relevant Data Protection laws.

By accepting this certificate we confirm that:

- all declarations made in relation to the information contained in the certificate are true and accurate
- no personal data is used for the creation of the PIN or password
- the private key will be securely stored separate from the corresponding PIN Code
- we will not grant access to the private key to any unauthorized person
- the certificate will be used strictly in compliance with the certificate policy (CP/CPS)
- the certificate will immediately be declared invalid if the certificate details are no longer correct or the private key is lost, stolen, or potentially compromised
- we agree with the publication of the certificate
- we consent to the terms in this application form relating to confidentiality and data protection and certain certificate relevant data to be transmitted to our Trust Center
- we accept and will conform with the following conditions of use

Applicant	
Place, Date	Signature(s) Authorized Signatory
QuoVadis Trustlink Schweiz AG	
Place, Date	Signature Registration Agent

Approved federal identification documents

In addition to the signed application form, the following documents are required:

- copy of passport or ID per authorized signatory
- copy of company registration document (not older than 3 months)
- attestation of the certificate application (page 4)

General Naming Conventions

The name must clearly identify the certificate holder in humanly understandable form. Certificates may only be issued in the correct name of the certificate holder. Anonymous certificates are not allowed.

The name of the certificate holder must be conclusive. A name may only be used multiple times if the certificate holder has multiple certificates with different key usages. Allowed characters are: a-z A-Z 0-9 / space. Umlauts are shown using 2 letters (i.e., Ä = Ae).

Identity Verification for New Applications

The certificate applicant must be clearly identified by QuoVadis or its Partners by way of producing an official photo ID (i.e., government issued identity card or passport).

Official QuoVadis Identity Verification Centers:

- local government/municipality
- mobilezone Shop
- notary's office
- SBB Change/Western Union
- Swiss Post "Yellow Identification"

All certificate attributes require official proof and confirmation by way of an official document (Art. 8 ZertES, Art. 5 Abs. 2 VZertES).

Certificate Acceptance

A certificate is accepted by the certificate holder if the certificate is used, or no report is made to QuoVadis within 10 days of issuance. Incorrectly issued certificates must be reported to QuoVadis without delay.

Revocation

Certificates may be revoked via email, telephone, or in handwriting to QuoVadis. Suspensions are not allowed (ZertES Art. 10). Once declared invalid, certificates cannot be renewed or extended.

Certificate Renewal with a New Key

The certificate holder confirms upon certificate renewal that the certificate information remains unchanged and that the photo ID produced upon initial application is still valid. The old certificate will not be revoked after issuance of the new certificate and remains valid until its expiration.

Obligations of the Certificate Holder

The user agrees to:

- a) to secure and protect the private key from theft, manipulation, endangerment, loss, damage, defect, release, changes, or unauthorized use (including password, token or smartcard, and activation data)
- b) to exercise sole and complete control over the use of the private key
- c) to inform QuoVadis without delay about situations where the holder believes or suspects a violation of the conditions in point a)
- d) to use the certificate only according to all applicable laws and regulations
- e) to immediately cease the use of the certificate upon revocation or expiry of the user contract
- f) to take all necessary measures to not compromise the security or integrity of the QuoVadis PKI
- g) to immediately request revocation upon loss or misuse of the private key
- h) to inform QuoVadis within one month of changes in certificate holder data, in particular home or email address in writing or via signed email
- i) to pay agreed fees in a timely fashion.

If the certificate holder is in violation of the above mentioned responsibilities, QuoVadis has the right to revoke the certificate at the client's cost.

Liability of the Certificate Holder

The holder of the signature key is liable for damages caused to third parties that have relied on a valid certificate issued by an accredited CSP under ZertES (Art. 59a OR). The certificate holder is not liable if there is credible proof that all acceptable precautions under the circumstances have been taken to avoid the misuse of the signature key.

Contract Duration and Notice Period

The minimum contract duration is the validity period indicated in the certificate. The contract can be terminated by either party with 3 months notice prior to the expiration of the minimum contract duration. Notices must be provided at least 3 months before the day of termination to QuoVadis in writing or via signed email. The contract duration can be extended for the validity period in the certificate if no notice is received no later than 3 months prior to the end of the contract duration.

Rights and Obligations after Contract Termination

Actions that are taken before the contract termination date survive the official contract duration and all rights and obligations remain in force.

Additional Information

The QuoVadis website www.quovadisglobal.com/repository provides additional information and documents relating to users' rights and obligations. Changes to these documents are published to the website.

Further Assistance, Revocation Service (7x24x365), Support (office hours)

QuoVadis Trustlink Schweiz AG, Poststrasse 17, Postfach, 9001 St. Gallen

Tel. +41 71 272 60 60, Fax +41 71 272 60 61, info.ch@quovadisglobal.com, www.quovadis.ch

Revocation service: www.quovadis.ch

Support (during office hours): Tel. +41 71 272 60 60, support.ch@quovadisglobal.com

Identity Verification/Attestation of the Certificate Application

The confirming party confirms that:

- ▶ the applicant personally appeared to verify his/her identity
- ▶ the personal details correspond with the presented ID (passport or ID card)
- ▶ the attached copy of the passport or ID card is identical to the original document (stamped by the Identity Verification Center).

Identity Verification Center	Signature of the Identity Verification Center
	Name, First Name in block letters
Stamp, Date	

Official QuoVadis Identity Verification Centers:

- ▶ local government/municipality
- ▶ mobilezone Shop
- ▶ notary's office
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- ▶ Swiss Post "Yellow Identification"